

**CITY OF MILWAUKEE ELECTION COMMISSION
SPECIAL REGISTRATION DEPUTY
VOTER REGISTRATION PROCEDURES**

WHAT ARE THE QUALIFICATIONS TO BE A SPECIAL REGISTRATION DEPUTY?

The qualifications to serve as a Special Registration Deputy are as follows:

- A citizen of the United States of America
- 18 years of age or older on or before Election Day
- A resident of the State of Wisconsin, without present intent to move
- May not, at any time, have been convicted of a felony
- Not otherwise disqualified from voting

If you do not meet each of these qualifications, you may not serve as a Special Registration Deputy.

ROLE OF A SPECIAL REGISTRATION DEPUTY

Wisconsin State Statute 6.26(2)(a) states that a qualified elector of the state may apply to the City of Milwaukee Election Commission to be appointed as a Special Registration Deputy for the purpose of registering electors of this municipality prior to the close of registration.

Under 6.26(3) the Election Commission may appoint Special Registration Deputies in order to promote increased registration of electors consistent with the needs of the City of Milwaukee to efficiently administer the registration process.

As prescribed in 7.315(1)(b)1., Special Registration Deputies are appointed for two year terms. During this period, the Election Commission may revoke an appointment for cause at any time. Examples of cause for revocation include, but are not limited to:

- Chronic errors or incomplete voter registration applications
- Late/Untimely submission of voter registration applications
- Providing false information
- Inappropriate or unprofessional conduct while conducting voter registration activities
- Violating confidentiality requirements
- Violation of any rule relating to the handling, including photocopying, of voter registration applications
- Accepting compensation for conducting voter registration based on a quota system (paid per voter registration application)
- Additionally, a Special Registration Deputy's status may be indefinitely suspended (or revoked) pending an investigation of suspected fraudulent activity

VOTER REGISTRATION

Every qualified Wisconsin elector is required to register to vote before casting a ballot in any election. Once initially registered, the elector must maintain a voter registration that reflects their current name and address. Any change to an elector's name and/or address voids their voter registration. As such, the need for voter registration exists if:

- The elector has never previously registered to vote in the State of Wisconsin and is a "new Wisconsin voter."
- The elector has previously registered to vote, but their name and/or address has changed since their last registration.

WHEN CAN A SPECIAL REGISTRATION DEPUTY REGISTER VOTERS?

Special Registration Deputies can conduct voter registration activities until the close of registration, 20 days before the next election. Special Registration Deputies may NOT register a person to vote after the close of registration.

2010 Election Dates:

- Spring Election, April 6, 2010
- Fall Primary, September 14, 2010
- Fall General, November 2, 2010

Close of Registration Dates

- Wednesday, March 17, 2010
- Wednesday, August 25, 2010
- Wednesday, October 13, 2010

INSTRUCTIONS FOR COMPLETING A VOTER REGISTRATION APPLICATION

When approaching an individual regarding their voter registration, consider the following:

- As a representative of the Election Commission, always be polite and professional. Introduce yourself as a City of Milwaukee Special Registration Deputy. Show the individual your identification card.
- Confirm the individual lives in the CITY OF MILWAUKEE (not Milwaukee County).
- Ask the individual if they are currently registered to vote in the City of Milwaukee or if they have recently completed a voter registration application (through another Special Registration Deputy). If not, proceed with voter registration. If yes, ask the individual if their name and/or address has changed since they last completed a voter registration application. If yes, proceed with voter registration. If not, do not proceed.
- Monitor whether or not the individual is able to read and complete (legibly) their own voter registration application. Offer assistance when appropriate.
- Confirm the individual is able to read and understand the qualifications to vote.

Note: It is not the role of a Special Registration Deputy to question or verify an individual's response to questions on the registration application. For example, if a person indicates that they are a U.S. Citizen, it is not the role of the Special Registration Deputy to question the person further on this information. Any questions beyond those appearing on the voter registration application or attempt to verify information could be identified as an act of discrimination.

The voter registration application can be divided into FIVE sections:

- I. Voting Qualifications**
- II. Required Identification**
- III. Voter Information**
- IV. Certification / Signature**
- V. Special Registration Deputy Information**

SECTION I: VOTING QUALIFICATIONS

Confirm the person is qualified to vote:

- United States Citizen
- Will be at least 18 years old on the day of or before the next election
- Will be residing at their current City of Milwaukee address for at least 10 days prior to the next election, with no present intent to move
- Is not currently serving a sentence including probation, parole or extended supervision for a felony conviction.

NOTE: Once probation, parole or extended supervision for the felony conviction is complete, the person's voter rights are restored and they may register to vote and vote in any election.

Type of Registration

Mark the circle that identifies the reason that the voter is completing a voter registration application:

- Name Change/WI Address Change: The individual has previously registered to vote before in the State of Wisconsin, but has legally changed their name or address since registering.
- New WI Voter: The voter has never previously registered to vote in the State of Wisconsin.

SECTION II. IDENTIFICATION

Instruct the individual as follows:

If the individual **has been issued** a Wisconsin Driver License (WI DL) or Wisconsin State ID, federal law requires them to record the WI DL or State ID number on their voter registration, even if the address on the ID is not current. If a Wisconsin Driver License or State ID **has not been issued**, the individual may record the last four digits of their Social Security Number. The Social Security Number can ONLY be recorded if the person has not been issued a WI DL or State ID.

Check the circle at the bottom of the "Identification" section if the individual has never been issued a WI DL, State ID or Social Security Number. NOTE:

- The voter is required to record an identification number on their voter registration application, but is not required to show the Special Registration Deputy their Driver's License, State ID or their Social Security card.
- ID information is confidential and is used solely to confirm identity. ID information is not shared with law enforcement or with any other member of the public.
- If a Wisconsin Driver License **has been issued**, but the individual is unable to list the number on the registration application (they do not have it with them and do not know the number), the Special Registration Deputy cannot register that individual until the number can be recorded.

Section III: VOTER INFORMATION

Current Name and Address

- The individual should record their name EXACTLY as it appears on the identification they used to complete Section II (WI DL, State ID or Social Security card), including middle name/initial and name suffix (junior, senior, etc.).
- Record their complete residential address, including house number, street direction, street name and street suffix (street, ave., lane, etc.) A Post Office (P.O.) box is not acceptable.
- Date of Birth is required. Do not accept the voter registration application if the individual does not list a date of birth. Confirm they have recorded their birth year and not the current year.
- Telephone Number is optional, but will assist you and the Election Commission if follow-up is necessary.

Previous Information

- The individual should record their last previous voter registration address and/or previous name, even if it is from outside the State of Wisconsin.

SECTION IV: SIGNATURE OF APPLICANT

- The voter MUST sign the voter registration application.
- The date the voter is completing the application must also be recorded.

SECTION V: SIGNATURE OF SPECIAL REGISTRATION DEPUTY WITH ID NUMBER

- As the Special Registration Deputy, you must sign and print your name on the voter registration application and you must record the ID number assigned to you by the City of Milwaukee Election Commission.

OTHER INSTRUCTIONS:

- Prior to signing the voter registration application, the Special Registration Deputy must review the application for legibility and completeness. If the Election Commission is unable to read information on a registration application, the individual will not appear on the list of registered voters on Election Day.
- Use a blue or black ink pen when registering voters. Do NOT use red ink or pencil.
- Much of the information appearing on a voter registration application, particularly a date of birth, identification number, and social security number is considered confidential information. Do NOT share this information with any other person.
- It is prohibited in the State of Wisconsin for a Special Registration Deputy to be compensated (paid) for registering voters based on the collected number of registrations forms. Any questions regarding this law can be directed to the Government Accountability Board at (608)266-8005.
- Conducting fraudulent voter registrations (such as registering a person without their knowledge or consent), or violating voter registration rules and regulations, is a criminal offense and will be prosecuted to the fullest extent of the law.
- Immediately notify the Election Commission if your address, name, or phone number changes. Failure to notify the Election Commission in a timely manner may result in the revocation of your appointment.

WHAT DO I DO WITH A VOTER REGISTRATION FORM ONCE IT IS COMPLETE?

Completed voter registration applications can be dropped off or mailed to:

City of Milwaukee Election Commission
200 East Wells, Room 501
Milwaukee, WI 53202
414-286-3491

All completed voter registration applications must be submitted to the Election Commission within three (3) business days of completion. All applications must be received by the Election Commission by 5:00 p.m. on the date of the close of registration. Mailed voter registration applications must be postmarked no later than 5:00 p.m. on the date of the close of voter registration.

CAN A VOTER STILL REGISTER TO VOTE AFTER THE CLOSE OF REGISTRATION?

After the close of voter registration, a voter can still register to vote for an upcoming election through two options:

1. **By registering to vote at City Hall, Room 501 (last day is Monday prior to date of election)**
2. **By registering to vote at their polling place on Election Day.**

Both of these options require that the voter provide a Proof of Residence document when registering. The Proof of Residence must contain a current and complete name and a current and complete residential address. Acceptable forms of Proof of Residence include:

- A current and valid Wisconsin Driver License.
- A current and valid Wisconsin Identification (ID) card.
- Any other official identification card or license issued by a Wisconsin governmental body or unit.
- Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
- A real estate tax bill or receipt for the current year or the year preceding the date of the election.
- A university, college or technical institute identification or fee card (must include photo).
- A gas, electric or telephone service statement (utility bill) for the period commencing not earlier than 90 days before Election Day.
- Bank statement.
- Paycheck.
- A check or other document issued by a unit of government.
- A residential lease which is effective for a period that includes Election Day

CITY OF MILWAUKEE ELECTION COMMISSION VOTER REGISTRATION APPLICATION

VOTING QUALIFICATIONS	<p><input type="radio"/> By marking this circle, I certify that I am a qualified elector:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> I am a United States citizen <input checked="" type="radio"/> I will be at least 18 years old on the day of or before the next election <input checked="" type="radio"/> I am NOT currently serving probation, parole, or extended supervision for a felony conviction <input checked="" type="radio"/> I will have lived at my address for at least 10 days before the next election with no present intent to move <input checked="" type="radio"/> I am not otherwise disqualified from voting <p>If you do not meet EACH of these qualifications, you are <u>not</u> qualified to register. Do NOT complete this form.</p> <hr/> <p>I am registering to vote because (select one):</p> <p><input type="radio"/> I was previously registered to vote in Wisconsin, but my name and/or address has changed. <i>NOTE: If this is a change of address, your voting rights will be cancelled at your previous residence.</i></p> <p><input type="radio"/> I am a new Wisconsin voter.</p> <div style="display: flex; align-items: center;"> <p>NEW WI VOTERS: If you are submitting your completed form by MAIL, you must include a photocopy of a proof of residence document. Visit our web site or call for information on acceptable documents. If you do not provide this document, you will be asked for identification the first time you vote.</p> </div>
IDENTIFICATION	<p>If you have been issued a Wisconsin (WI) Driver License or a WI State ID, record the ID number:</p> <p>_____ - _____ - _____</p> <p>If you have <u>never been issued</u> a WI Driver License or State ID, record the last 4 digits of your Social Security Number:</p> <p>X X X - X X - _____</p> <p><input type="radio"/> Check this circle if you have never been issued a WI Driver License, WI ID or a Social Security Number.</p>

CURRENT	<p>PRINT your name EXACTLY as it appears on your identification (as recorded above):</p>		
	First Name:	Middle Name/Initial (if any on ID): _____	
	Last Name:	Circle: Jr., Sr., II, III, IV _____	
	Address:	Apartment/Unit Number: _____	
	City of Milwaukee, WI	Zip Code: _____	
	Date of Birth (Month/Date/Year) :	Telephone Number: () _____	
PREVIOUS	<p>If your name and/or address has changed since you last registered, what was your previous name/address?</p>		
	First Name:	Middle:	Last Name: _____
	Address:	Apt./Unit Number: _____	
	City:	State:	Zip Code: _____
	<p>All statements on this form are true and correct. If I have provided false information, I may be subject to fine or imprisonment under State and Federal laws.</p>		
↓	<div style="display: flex; justify-content: space-between;"> <div>VOTER SIGNATURE HERE _____</div> <div>Date (Month/Date/Year) _____</div> </div> <p><input type="radio"/> I would like information on serving as a City of Milwaukee election worker.</p>		

IF APPLICABLE, TO BE COMPLETED BY SPECIAL REGISTRATION DEPUTY (SRD):		
SRD Print Name: _____	Signature: _____	ID Number: _____

OFFICE USE ONLY	District: _____	Ward: _____	NV _____	AC _____	NC _____	DUP _____
CONF VTR ID# _____	SVRS ID# _____		Init: _____			

Return this completed form to:

City of Milwaukee Election Commission
200 E. Wells St., Room 501, Milwaukee, WI 53202
414-286-3491

For information on where to vote, go to www.milwaukee.gov/election

Instructions for completing the City of Milwaukee Voter Registration Application

- 1) **Voting Qualifications.** By marking the circle, you are certifying that you meet the listed qualifications to vote. Do NOT complete the form if you are not qualified.

Additionally, indicate your reason for completing a voter registration application as a new (first-time) Wisconsin (WI) voter or because your name and/or address has changed since you last registered to vote.

- 2) **Identification:** If you have been issued a WI Driver License, or a WI State Identification (ID), you are required by federal law to record this number on your voter registration application (even if the address on this ID is not your current voter registration address). If you have never been issued either of these ID's, you may record the last four digits of your Social Security Number.

Mark the bottom circle if you have never been issued a WI Driver License, State ID or a Social Security Number.

- 3) **Current Information:** Provide your current and complete name exactly as it appears on the above ID, including your last name, first name, middle name/initial and any suffix (Jr., Sr., etc).

Provide your City of Milwaukee residential address including your full house number, your street directional (N, S, E or W), your full street name and the street suffix (St., Ave., Lane, etc.) and your zip code. A P.O. Box is not acceptable as a residential address and cannot be used.

Provide your date of birth. Your telephone number is optional but will help the Election Commission if there are any questions regarding your registration.

- 4) **Previous Information:** If you were previously registered to vote, either in or outside of Wisconsin, record the name and address of your previous registration.
- 5) **Signature:** By signing and dating this form, you certify that all of the information you have provided on this form, including your qualifications to vote, is true and correct. Providing false information is subject to a fine or imprisonment under State and Federal laws.

Mark the circle under your signature if you would like to receive information on serving as a City of Milwaukee election worker.